

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DA Office Directors Conference
11 and 12 October 1983FROM: Harry E. Fitzwater
DDA
7D18 HQ

EXTENSION

NO.

DDA 83-4137/1

DATE

28 SEP 1983

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/Information Services
1206 Ames

27 SEP 1983

17 OCT 1983

BEP/BA

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S-E-C-R-E-T

OIS Registry

83-641

DDA 83-4137/1

23 SEP 1983

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Finance
 Director of Information Services
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training and Education

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: DA Office Directors Conference
 11 and 12 October 1983

1. Attached herewith is an agenda for our forthcoming meeting along with directions [redacted] Office directors will be lodged [redacted] [redacted] All meals will be provided [redacted] There will be a cash bar available on the evening of 11 October, and wine will be served with the evening meal (for which we will collect if sufficient funds are not contributed via the cash bar).

25X1
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2. As you are aware, we have tentatively been "tagged" for a [redacted] position reduction in FY 84. We have decided that the best approach to this reduction would be to keep your new initiatives intact (with the exception of OTE's Development Complement). Accordingly, we chose to take the remainder of our position reduction, i.e., 71 positions, out of our Standard Support Requirements (SSR) packages and funds.

25X1

3. You will recall that we lost all of our positions and funds in SSR-4 when we submitted the Congressional budget. Considering positions gained by new initiatives, along with positions gained with the SSR packages 1 through 3, we arrived at a "strawman" reduction which you will see reflected on the attached sheets. This reduction is admittedly arbitrary. In order to finalize this reduction, you should consider the changes in your requirements from the time that the FY 84 budget was first initiated, whether you need all the positions due you via the SSRs or whether you need additional positions. Bear in mind, if you do need additional positions, they will have to come from another Office Director's SSR allotment.

ALL PORTIONS SECRET

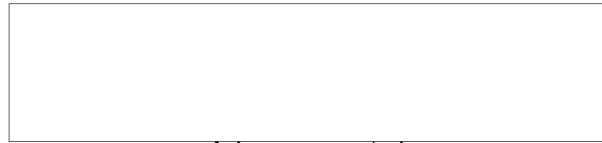
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4. As far as we have been able to determine, we are not slated for any reduction in SSR funds in FY 84 (except for the decrease in personnel services funds associated with the SSR position reductions). If this condition persists, we obviously may have an opportunity to contract out some aspects of support services to compensate for the reduction in SSR positions.

5. At 1300 hours on 12 October, there will be an SPRB session followed by a Support Services Career Trainee Program session. We have attached material which has been retrieved from Agency archives relevant to this session. This material should be reviewed prior to the meeting.



Harry E. Fitzwater

25X1

Attachments

cc: ADDA
SSA/DDA
EO/DDA
C/CMS/DDA
EO/OL

S-E-C-R-E-T

S-E-C-R-E-T

DA OFFICE DIRECTOR CONFERENCE

11 - 12 October 1983

11 October

1400 - 1500	Arrive and settle in 	25X1
1500 - 1700	Office Directors' 10-minute presentation each on new activities that they have initiated during the past year with FY 1983 base resources and report on shortfall and/or surpluses which were realized during FY 1983 and their impact on Office goals/objectives	
1700 - 1900	Dinner	
1900 -	Discussion regarding distribution of position reduction in FY 1984	25X1

12 October

0830 - 1000	Each Office Director's 10-minute presentation on contemplated new initiatives for the FY 1986 Program and outlook for ongoing initiatives in FY 1986.	
1000 - 1100	Address by Comptroller and/or his deputy	
1100 - 1200	Discussion on whether the Directorate of Administration is appropriately organized to support the Agency in the late 1980s and 1990s.	
1200 - 1300	Lunch	
1300 - 1500	SPRB followed by Career Trainee Program session	
	Depart for Headquarters sometime in the afternoon	

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